

WCJC Wharton County Junior College Faculty Senate

Robert's Rules of Order – Quick Meeting Guide

Purpose of Robert's Rules

Robert's Rules of Order are used to help meetings run smoothly, fairly, and efficiently. They ensure everyone has a chance to speak and that decisions are made in an organized way.

Basic Meeting Principles

- Only one person speaks at a time
- The majority rules, but the minority has the right to be heard
- Discussion stays focused on the topic, only discussion on the motion currently on the floor
- Courtesy and respect are expected at all times

Common Meeting Roles

President

Runs the meeting, calls on members to speak, and keeps order

Vice President

Assists the president before and during meetings, helps maintain order during discussion, and serves as a point of contact for special committees

Secretary

Records minutes and motions

Members

Discuss items, make motions, and vote

Quorum

A quorum is the minimum number of members that must be present to legally conduct business.

With 14 members total, a majority is 8 members.

Common Motions You Will Hear

Motions do not come from the president. A member must make the motion, and another member must second it. Seconding a motion does not mean you agree with it, it only means you agree it should be discussed.

- Motion to approve
- Motion to amend, to change the motion
- Motion to table, to pause discussion
- Motion to refer to a special committee for further review
- Motion to adjourn, to end the meeting

How a Motion Works

1. A member makes a motion.

Example: "I move that we approve the agenda."

2. Another member seconds the motion.

Example: "I second the motion."

3. The president opens the floor for discussion.

4. The president calls for a vote.

5. The president announces the result.

Voting Methods

- Voice vote, saying yes or no
- Show of hands
- Roll call vote, if needed

Good Meeting Etiquette

- Raise your hand or wait to be recognized

- Only one member speaks at a time. The president will ask if anyone else wishes to speak
- Speak clearly and stay on topic
- Respect differing opinions
- Follow the chair's guidance

Why Use Robert's Rules

- Keeps meetings organized
- Saves time
- Ensures fairness
- Helps groups make clear decisions